

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 6, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angi Zilliox, HR Specialist; Jane Hooper, Clearview Administrator.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to approve the minutes of the December 19, 2014 regular and closed session meetings of the Human Resources and Labor Negotiations Committee. Second by Frohling to approve the minutes. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Mielke explained that Independence Day will be on a Saturday in 2015 and according to Dodge County Policy if the holiday falls on a weekend the holiday is observed the following Monday. Mielke explained that the Federal observance will be on Friday July 3, 2015 and that he would like to recommend the County also observe the holiday on this date. Motion by Greshay to approve the request to move the observation of the Independence Day holiday to Friday, July 3, 2015 without setting a precedent. Second by Frohling. Motion carried.

Hooper informed the Committee that the current Clearview Director of Finance has given his notice. Hooper explained that she will be appointing an interim Finance Director. She explained that she is planning to appoint Julie Huebner as the interim Finance Director and that she is requesting that Huebner be paid a \$240 wage supplement per pay period for the increased responsibilities she will be taking on. Mielke indicated this is consistent with how interim appointees have been compensated in the past and that he is in full support of this. Motion by Duchac to approve the request to pay the additional wage supplement as requested. Second by Greshay. Motion carried.

Hooper presented a request that the Clearview Medical Director and Physician both receive a 2.5% increase in pay effective on January 1, 2015. Hooper explained that these two employees work part-time filling one full-time position. These positions are not on the current labor grade structure and therefore she must make a request before this Committee for increases in pay.

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Hooper explained that these increases were included in the 2015 budget. Motion by Greshay to approve the request as presented. Second by Schmidt. Motion carried.

SALARY INCREASE: Charles Frinak, M.D., Medical Director, Clearview at \$74.71 effective 01/01/15; Victor Caceres, M.D., Staff Physician, Clearview at \$67.21 effective 01/01/15.

Mielke informed the Committee that the WCA is sponsoring long-term care insurance through Capitol Lakes Financial. Mielke informed the Committee that a representative from Capitol Lakes Financial came to the October Management Council meeting to make a presentation about long-term care insurance. Mielke indicated that it was very well received by the group. He explained that he would like to recommend that Capitol Lakes Finance conduct two separate presentations here at Dodge County. He stated that this would be completely voluntary for employees to attend and that the presentation would not last more than one hour. He stated that he would also recommend that employees who would like to attend would be paid on county time. It was also stated that, if it is considered to be advantageous due to interest shown by employees, additional presentations may be scheduled. Mielke answered questions from Committee members. Motion by Frohling to approve the request as presented. Second by Duchac. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Two (2) Psychiatric Therapist II – Clinical Services Intake Workers – F.T., Human Services & Health Department
One (1) RN Public Health – P.T., Human Services & Health Department
One (1) Detective – F.T., Sheriff's Department–Detective Division
One (1) Traffic Patrol Officer – F.T., Sheriff's Department – Patrol Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE: Dawn M. Bjork, Legal Assistant, District Attorney's Office at \$19.75, Pay Grade DC04, Step S08A eff. 02-10-15; Shawn R. Boeder, Excavator Operator, Highway Department at \$22.83, Pay Grade DC05, Step S09B eff. 02-13-15; Brian D. Kassube, Foreman, Highway Department at \$25.00, Pay Grade DC07, Step ST05 eff. 01-03-15; Cindy L. Midtbo, Account Clerk II, Highway Department at \$20.71, Pay Grade DC04, Step S10A eff. 01-02-15; Diane L. Coulter, ADR Specialist II, Human Services & Health Department at \$24.03, Pay Grade DC06, Step S07B eff. 01-06-15; Ryan D. LeClair, Psychiatric Therapist II, Human Services & Health Department at \$31.17, Pay Grade DC09, Step S08A eff. 01-10-15; Stephanie M. Levenhagen, Nutrition Program Manager, Human Services & Health Department at \$28.85, Pay Grade DC07, Step S11B eff. 02-05-15; Pennylyn Minnig George, Senior Social Worker, Human Services & Health Department at \$29.58, Pay Grade DC08, Step S09A eff. 02-03-15; James C. Wiersma, Senior Social Worker, Human Services & Health Department at

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\$29.93, Pay Grade DC08, Step S09B eff. 02-10-15; Vicki J. Zimmerman, ADR Specialist II, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 eff. 01-23-15; Ruth M. Otto, Director Information Technology, Information Technology Department at \$43.05, Pay Grade DC15, Step ST03 eff. 01-02-15; William J. Ehlenbeck, Manager-Parks and Trails, Land Resources & Parks Department at \$34.44, Pay Grade DC11, Step ST06 eff. 01-03-15; Steven J. Noe, Senior Cartographer, Land Resources & Parks Department at \$29.93, Pay Grade DC08, Step S09B eff. 01-04-15; Anthony L. Muhle, Maintenance II, Physical Facilities Department at \$18.67, Pay Grade DC03, Step S10B eff. 01-01-15; John O. Nehls, Mechanic III – Lead, Physical Facilities Department at \$23.08, Pay Grade DC07, Step ST02 eff. 12-26-14;

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Rains informed the Committee that an employee of Clearview was terminated for making social media posts about Clearview and directed toward some of its staff, which is in violation of the Dodge County and Clearview policy.
- b) Grievances and Arbitrations: Rains informed the Committee that the mediation session with the Sworn Union scheduled for January 7, 2015 has been postponed. The Mediator indicated that February 4 or 25 are available. Rains stated he is waiting to hear back on the availability from Management at the Sheriff's Department and from the Union. Rains stated that because the mediation has been postponed there is no need to go into closed session.

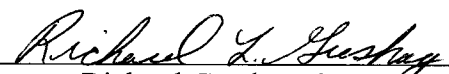
Future Agenda Items: Health Insurance Survey

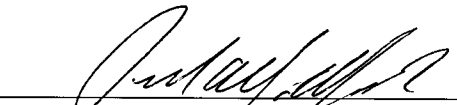
Rains advised that there is no need to go into Closed Session at this time.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **January 20, 2015 and February 3, 2015 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:05 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.